



Home | Profile | Documents | Resources | JOBS & INTERNSHIPS | Employers | Surveys | Events

Home > JOBS & INTERNSHIPS > Bookkeeper (11118)

search

My Account

Log Out

## Bookkeeper

Santa Barbara Trust for Historic Preservation

Posted: Oct 30, 2014

DIVISION N/A

DESIRED START DATE November 10, 2014

APPROXIMATE HOURS PER WEEK 15 - 20

### DESCRIPTION

Accounts Payable

Data entry for AP, processing invoices, printing checks weekly, obtaining signatures, mailing as appropriate

Reconcile vendor statements

Accuracy important

Work with vendors

Experience with accounting software required, knowledge of Blackbaud desirable

Maintenance of AP files

Monthly AP reconciliation

IRS reporting (1099's, etc.)

### Payroll

Data entry for bi-monthly payroll; processing payroll and associated reports

Maintenance of personnel files

Maintenance of computerized payroll records

Monthly payroll reports for GL

Confidentiality required

### Other

Assistant to Business Manager

Research projects and reporting

Other data entry

Telephone receptionist for business office

Front desk backup:

Phones

Cashier/sales

Banking

Characteristics desirable: organized, detail oriented, flexible

Other duties as assigned

Flexible hours approx. 15 - 20/week

AA degree desired. Minimum two years' experience in a comparable position required. Interest in history, museum administration, or closely related field desired. Strong oral, written and organizational and interpersonal skills, along with good computer skills. Experience with Blackbaud accounting system desired. Outgoing and confident manner. Knowledge of cash handling procedures. Must be available to work occasional evenings, weekends and varying shifts.

Start date: 11.10.14 or as soon as available

### APPLICATION STATUS

You do not have any resumes available to submit. Please upload your resumes and try again.

### IMPORTANT DATES

Posted On:  
October 30, 2014

Posting Expires:  
November 29, 2014

### RELATED RESOURCES

### HELP & SUPPORT

Send a Question or Comment



Employer Profile

Deadline for applications: until position filled

For more information, visit [sbthp.org](http://sbthp.org)

To apply, submit application to [sally@sbthp.org](mailto:sally@sbthp.org)

#### INSTRUCTIONS FOR APPLICANTS

Please send resume and cover letter to [sally@sbthp.org](mailto:sally@sbthp.org)

#### LOCATION

City

Santa Barbara

State/Province

California

Country

United States

#### POSITION TYPE

Part Time – Off Campus

#### CONTACT INFORMATION

Sally Foughse

Associate Director for Business Affairs

123 E. Canon Perdido Street

Santa Barbara, California 93191

United States

[sally@sbthp.org](mailto:sally@sbthp.org)

(805) 966-1279

Fax: (805) 966-9888

---

#### SIMILAR JOBS



##### Direct Care Staff

The Devereux Foundation  
Goleta, California  
Part Time – Off Campus

##### Lifeguard

Montecito Family YMCA  
Santa Barbara, California  
Part Time – Off Campus

##### Virtual Online Secretary Assistant position

YMC Investments®  
nationwide, United States  
Temporary or events



NACElink Network is a collaboration between NACE, Symplicity, DirectEmployers and your college/university.

[Privacy Policy](#) | [Terms of Use](#)

#### The Schall Career Center

Student Services Building, 2nd Floor, Room SS-282

(805) 965-0581, ext. 2331